

# Combination System Implementation Guide

## VOLUME III SECTION



*This section contains general overview information and guidance for schools and other agencies who use EDEExpress in combination with third-party software or in-house systems to exchange Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Direct Loan program data with the COD System.*

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## Overview

Welcome to Volume III of the *Common Origination and Disbursement (COD) Technical Reference*, written for users with Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, or William D. Ford Direct Loan systems used in combination with EDEExpress for Windows 2012-2013 [the free software package provided by the U.S. Department of Education (ED)].

This volume of the *COD Technical Reference* provides guidance, edits, and record layouts for using EDEExpress 2012-2013 in combination with your own system or vendor-provided software.

EDEExpress users participate with the COD System to exchange and process Pell Grant, Direct Loan, and other data. For more information on participating with the COD System, be sure to read *Volume II: Common Record Technical Reference* of the 2012-2013 *COD Technical Reference*.

Each volume of the 2012-2013 *COD Technical Reference* is available for download from the ED's Federal Student Aid Download (FSAdownload) Web site located at [fsadownload.ed.gov](http://fsadownload.ed.gov) as well as the Information for Financial Aid Professionals Web site (IFAP) located at [ifap.ed.gov](http://ifap.ed.gov), as needed.

### **The Higher Education Reconciliation Act of 2005 (the HERA)**

The Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171, extended Federal Direct PLUS Loan (Direct PLUS) eligibility to graduate or professional students. The HERA also created the Academic Competitiveness Grant (ACG) and National Science and Mathematics to Retain Talent Grant (National SMART Grant); both grant programs were discontinued prior to the 2011-2012 Award Year.

### **TEACH Grant**

Through the College Cost Reduction and Access Act of 2007 (CCRAA), Congress created the TEACH Grant Program that provides grants of up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. Eligible undergraduate and post-baccalaureate students may receive up to an aggregate limit of \$16,000 and graduate students may receive up to a graduate aggregate limit of \$8,000 in TEACH Grants.

In exchange for receiving a TEACH Grant, students must agree to serve as a full-time teacher in a high need field in a public or private elementary or secondary school that serves low-income students. Recipients must teach for at least four academic years within eight calendar years of completing the program of study for which they received a TEACH Grant. If they do not complete this service obligation, all amounts of TEACH Grants received will be converted to a Federal Direct Unsubsidized Stafford Loan and interest charged from the date the grants were disbursed.

The HERA provides for eligible graduate or professional students to receive Direct PLUS Loans on or after July 1, 2006. The HERA provision did not create a new loan program, but rather, allows a new type of borrower—an eligible graduate or professional student—to borrow under the existing Direct PLUS Loan Program. In EDEExpress, a Direct PLUS loan for a graduate or professional student is referred to as a "Grad PLUS" loan.

Before receiving a TEACH Grant, students must sign a TEACH Grant Agreement to Serve (ATS) for each year in which a TEACH Grant is awarded. The ATS explains the teaching service requirements that students must meet in exchange for receiving a TEACH Grant, specifies the conditions under which a TEACH Grant will be converted to a Direct Unsubsidized Loan, and includes the agreement to repay the TEACH Grant as a Direct Unsubsidized Loan, with interest accrued from the date of each TEACH Grant disbursement. The ATS also provides information on the terms and conditions associated with repaying a TEACH Grant that is converted to a Direct Unsubsidized Loan.

For more information on EDEExpress 2012-2013 enhancements related to the TEACH Grant, see the TEACH Grant Appendix at the end of this section.

### *What it Means to be a Combination User*

To keep your school database in synch with the COD System, we advise EDEExpress users against originating Pell, TEACH Grant, or Direct Loan records online at the COD System. You should originate your records in EDEExpress first, then submit the records to the COD System for processing.

Once your EDEExpress origination records are accepted by the COD System, you can perform any additional online activities as needed on the COD Web site without risk of conflicting data between your system and the COD System.

As a financial aid administrator (FAA) at a combination school, you are aware of how complicated the entire financial aid process can be to manage. The COD System improves the flow of financial aid processing and can streamline the workload in your financial aid office.

The COD System continues to function using the basic process of schools submitting records and receiving responses. You can use EDEExpress in combination with your mainframe or third-party software to perform this task or part of this task with the COD System.

EDEExpress continues to use flat American Standard Code for Information Interchange (ASCII) files to communicate with your external systems. You import flat ASCII files into EDEExpress to load Pell, TEACH Grant, and Direct Loan data. In turn, EDEExpress exports your data to the COD System in the required Extensible Markup Language (XML) format.

After your data is processed, the COD System sends a response in XML format that can be imported into EDEExpress. You can then export the information you need to your mainframe or third-party software from EDEExpress in the ASCII flat file format.

Schools planning to use EDEExpress 2012-2013 to process Pell, TEACH Grant, or Direct Loan data must be enrolled as a participant with the COD System for the respective programs.

- You only need to enroll as a participant for Pell, TEACH Grant, or Direct Loan if you were *not* enrolled in the respective program in 2011-2012.

If you have any questions about enrolling with the COD System, contact the COD School Relations Center at (800) 474-7268 for Grants or (800) 848-0978 for Direct Loans. You can also e-mail [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com).

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## ***Organization of this Guide***

This Implementation Guide is a reference to assist school FAAs who use EDEExpress software in combination with their mainframe system or third-party software to process Pell, TEACH Grant, and Direct Loan data. This guide also assists schools in implementing changes for the COD System for the 2012-2013 Award Year.

The following sections in Volume III contain pertinent combination system information:

- Section 2: Combination System Message Classes
- Section 3: Combination System Record Layouts
- Section 4: Combination System Edits

## Enhancements and Changes to EExpress for 2012-2013

EExpress 2012-2013, Release 1.0, available in January 2012, adds the Application Processing and Packaging modules, as well as Global functionality. Release 2.0, scheduled for release in late March 2012, adds functionality for the Pell, TEACH Grant, and Direct Loan modules.

The EExpress 2012-2013 software conforms with annual changes to the COD System, as well as to the Pell, TEACH Grant, and Direct Loan programs. EExpress provides a common setup feature for the Pell, TEACH Grant, and Direct Loan programs. Separate Pell, TEACH Grant, and Direct Loan origination and disbursement windows display mutually exclusive data elements.

EExpress Pell, TEACH Grant, and Direct Loan users are participants in the COD process for 2012-2013. They send and receive origination and disbursement data to and from the COD System using the Common Record XML format.

If your school uses EExpress in combination with another system for some or all of your Pell, TEACH Grant, or Direct Loan processing, you should ensure that system has been modified to accommodate updates to fields and edits that are implemented within EExpress for 2012-2013. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference for the most current Pell, TEACH Grant, and Direct Loan Combination System record layouts used by EExpress.

We have implemented a number of enhancements in EExpress 2012-2013. These enhancements are listed below by module and software area:

### Global

The following enhancement is available in EExpress 2012-2013 Global functionality (applicable to all EExpress releases and modules unless otherwise noted):

- **Updated Cycle References and Message Classes** – We updated software labels, online help, reports, and other functionality throughout EExpress to reference the 2012-2013 cycle. Message classes with cycle indicators are also updated for 2012-2013 in File Management (**Tools, Setup, Global, File Management**) and in various Import and Export dialog boxes throughout EExpress.

For more information regarding message classes used by the CPS in 2012-2013, see the Processing Codes section of the *2012-2013 EDE Technical Reference*. For more information regarding COD System message classes used by EExpress in 2012-2013, see *Volume III, Section 2: Combination System Message Classes* of this technical reference.

## Application Processing

The following enhancements are available in the EDEExpress 2012-2013 Application Processing module:

### ISIR View, Print, File Format, and Query

- **New and Modified ISIR Fields Available** – New and modified data elements on the 2012-2013 ISIR print on the EDEExpress ISIR report, appear on the ISIR Review tab and Apps Express Browse grid, and are available for selection in App Express File Format and Query setup.

See the *2012-2013 ISIR Guide*, available on the [IFAP](#) and [FSAdownload](#) Web sites, for detailed information on changes to the ISIR for 2012-2013.

### NSLDS View and Print

- **Updated NSLDS Field Values Available** – Updated NSLDS data values are included in the ISIR record, can be viewed in EDEExpress from a student's record (**View, NSLDS**), and can be printed on the NSLDS report (**File, Print, App Express, NSLDS**).

See the *2012-2013 Summary of Changes for the Application Processing System* guide, available on the [IFAP](#) and [FSAdownload](#) Web sites, for detailed information on changes to NSLDS information for 2012-2013.

## Packaging

There are currently no major changes planned for the EDEExpress Packaging module for the 2012-2013 releases.

## Direct Loan

The following enhancements are available in the EDEExpress 2012-2013 Direct Loan module:

### Import

- **Enroll OPE ID Added to External Loan Add and Change Record Layouts** – We added the new Enroll OPE ID value that is now required for anticipated and actual Direct Loan disbursements to the record layouts for the Direct Loan External Add (DIEA) and External Change (DIEC) files. See the “Entry” section item on the Enroll OPE ID below for more information on using this new field.

The new Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema. This field's intent is to capture the physical location where the student is attending classes.

### Entry

- **New PLUS/Grad PLUS MPN Status Added for Inactive MPNs with Endorser** – The MPN Status of E (Inactive/Endorser) has been added to the Direct Loan Origination tab to signify that a PLUS/Grad PLUS loan has an endorser and the MPN cannot be linked to any other PLUS/Grad PLUS loans for that student. The new value is sent by the COD System in Common Record and MPN response files. Actual disbursements can be made for loans with an MPN Status value of E, provided the loan meets all other eligibility requirements and the Endorser Amount on the loan is not exceeded.

All Direct Loan, Pell, and TEACH Grant record layout changes associated with the new Enroll OPE ID are available in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.



The new Enroll OPE ID field in EDEExpress 2012-2013 corresponds to the Enrollment School Code tag in the COD Common Record schema.

EDEExpress only provides the Enroll OPE ID at the individual disbursement level to the COD System; the "loan-level" Enroll OPE ID value used to create the origination record is not sent.

Rebuild functionality will be updated in DL Tools Release 12.0 (scheduled for posting in June 2012) to help you determine the Enroll OPE ID you want to assign to rebuilt disbursement records. For more information, see *Volume IV (DL Tools)* of the 2012-2013 COD Technical Reference when it is available later in 2012.

The Enroll OPE ID value also prints on the origination record report and is now included in File Formats setup, Query, and Browse for the Direct Loan, Pell, and TEACH Grant modules.

- **Enroll OPE ID Now Required to Create Origination Records and for Anticipated/Actual Disbursement Entry** – We added a new eight-digit Enroll OPE ID field to the Origination (Direct Loan) tab and the Disburse (Direct Loan) tab's entry grid. This value is now required to create origination records in EDEExpress and must be submitted to the COD System with all Direct Loan actual and anticipated disbursement records to more accurately capture the physical location of the school campus that the loan recipient is attending.

The Enroll OPE ID field you associate with your default DL Code in COD School (Direct Loan) setup is automatically selected when you add a loan manually for a student record for the first time using the Add Loan dialog box (from the Origination tab). For subsequent loans, the dialog box is automatically filled with the Enroll OPE ID value from the last loan created.

The default Enroll OPE ID value from setup is also used for each anticipated and actual disbursement record on the Disburse tab, and can be modified as needed for each record as needed.

You must also provide the Enroll OPE ID each time you perform an ISIR or Packaging import to create loan records. We modified the import dialog box for ISIR and Packaging data to include a required Enroll OPE ID field. We also added the origination-level Loan Enroll OPE ID field to the External Add (DIEA) record layout as a required data element you must include in your external add import files.

You can change the Enroll OPE ID for a processed actual disbursement by selecting the new Disbursement Type value of E in the Action section of the Disburse tab. This enables the new Enroll OPE ID field in the Action section, which you can update with the correct value for the actual disbursement. When you select Disbursement Type E, the Disbursement Amount and Disbursement Date cannot be changed in the same transaction.

The Enroll OPE ID can also be added or modified on the Disburse (Direct Loan) tab through Direct Loan Multiple Entry or through External Add (DIEA) and External Change (DIEC) imports.

- **“Additional Unsub Eligibility for Health Profession Programs?” Flag Selection Now Limited to Graduation/Professional Students** – We updated the “Additional Unsub Eligibility for Health Profession Programs?” checkbox displayed on the Origination (Direct Loan) tab to only be active for graduate/professional students (College Grade Level value of 6 or 7). For all other College Grade Level values, the checkbox is disabled and cannot be selected.



## Pell

The following enhancements are available in the EDEExpress 2012-2013 Pell Grant module:

### Import

- **Enroll OPE ID Now Updated during Pell Year-to-Date (YTD) and Pell Negative Disbursement Import** – To determine the Enroll OPE ID value to associate with anticipated or actual Pell Grant disbursement records that are created based on the import of Pell Grant Year-to-Date (PGYR13OP) and Pell Negative Disbursement (CRND13OP) files, which do not include the Enrollment School Code tag, we updated the import function for these file types to derive an Enroll OPE ID from other information in the files. During the import process for either file type, EDEExpress compares the reporting and attended campus information in the import file against your COD School setup for the Pell Grant module to determine the Enroll OPE ID value to list for the disbursement records created on the Disburse tab.

See the "Entry" section item for more information on using the new Enroll OPE ID field in the Pell Grant module.

**Note:** If you choose to update Pell Grant records in your EDEExpress database using the data in a Pell YTD file during import, be aware that the software will not overwrite any Enroll OPE ID values it identifies on existing Pell Grant disbursement records. You can modify the Enroll OPE ID value on disbursement records as needed following a Pell YTD import.

### Entry

- **Updated Advance Pay Funding Method Data Edits from 30 Days to Seven Days** – We updated Pell Grant end-of-entry edits corresponding to the Advance Pay Funding Method to allow you to select the Disbursement Release Indicator (DRI) on a Pell Grant disbursement record seven days in advance of the disbursement date instead of 30 days allowed in prior cycles by EDEExpress. This change helps prevent the rejection of your disbursement records at the COD System if sent too early.

The updated Pell Grant end-of-entry edits for 2012-2013 are available for review in *Volume III, Section 4: Combination System Edits* of this technical reference.

These end-of-entry edit updates apply to manual selection of the DRI on the Disburse (Pell Grant) tab, as well as updates to the DRI using Pell Multiple Entry and External Origination (PGEO) and External Disbursement (PGED) imports, provided you have selected Advance Pay as your Funding Method in COD School (Pell Payments) setup.

- **Enroll OPE ID Now Required for Anticipated/Actual Disbursement Entry** – We added a new eight-digit Enroll OPE ID field to the Disburse (Pell Grant) tab's entry grid. This value is now required on all Pell Grant actual and anticipated disbursement records to more accurately capture the physical location of the school campus that the Pell Grant recipient is attending. For Reporting Pell IDs that have branch schools, the Enroll OPE ID should correspond to the school the student attends. For Reporting Pell IDs that do not have branch schools, the Enroll OPE ID is the same as the School OPE ID.

The new Enroll OPE ID field in EDEExpress 2012-2013 corresponds to the Enrollment School Code tag in the COD Common Record schema.

You can define a default value for the Enroll OPE ID field in COD School (Pell Payments) setup, which will automatically be used for each disbursement record unless you change the value to a different Enroll OPE ID.

The Enroll OPE ID can be added or modified manually on the Disburse (Pell Grant) tab, by using Pell Multiple Entry, or in External Origination (PGEO) and External Disbursement (PGED) import files.

## TEACH Grant

The following enhancements are available in the EDEExpress 2012-2013 TEACH Grant module:

### Import

See the "Entry" section item below for more information on using the new Enroll OPE ID field in the TEACH Grant module.

- **Enroll OPE ID Now Updated during TEACH Rebuild Import** – We updated the import function for TEACH Grant Rebuild files (THRB13OP) to determine the full eight-byte Enroll OPE ID value to use on any anticipated or actual disbursement records that are created as a result of the import. EDEExpress uses the information in the Rebuild file and your COD School setup for the TEACH Grant module to determine the Enroll OPE ID value to list for the disbursement records created on the Disburse tab.

**Note:** If you choose to update TEACH Grant records in your EDEExpress database using the data in a Rebuild file during import, be aware that the software will not overwrite any Enroll OPE ID values it identifies on existing TEACH Grant disbursement records. You can modify the Enroll OPE ID value on disbursement records as needed following a TEACH Rebuild import.

The import dialog box for TEACH Exit Counseling Results files now includes a checkbox you can select to indicate you do not want TEACH Grant Exit Counseling date information you've entered manually on the Demo Date Info sub-tab overwritten with the import file's data.

- **TEACH Grant Exit Counseling Results Import Now Updates Corresponding Demo Tab Date Field** – We updated the import function for TEACH Grant Exit Counseling Results files (THFFEXOP and EXTHFFOP) to update the corresponding TEACH Grant Exit Counseling Completed Date field on the Demo tab's Demo Date Info sub-tab automatically with the information in the file. In prior versions of EDEExpress, the exit counseling date info in the import file was not stored in the database and the Demo tab field could only be updated manually.

### Entry

The Add TEACH Record dialog box (accessible by selecting **Record, Add** or the plus symbol on the toolbar) now accepts an eight-byte School OPE ID value and displays the full value on the Origination (TEACH Grant) tab; however, the Award ID created and displayed on the TEACH Grant origination record only uses the first six bytes.

- **School OPE ID Field Expanded on Add TEACH Record Dialog Box, Origination Tab** – We expanded the School OPE ID field on the Add Record Dialog box and Origination (TEACH) tab from six to eight bytes. This change was necessary to accommodate the addition of the Enroll OPE ID on the Disburse (TEACH) tab (see next bullet in this section).

- **Enroll OPE ID Now Required for Anticipated/Actual Disbursement Entry** – We added a new eight-digit Enroll OPE ID field to the Disburse (TEACH Grant) tab's entry grid. This value is now required on all TEACH Grant actual and anticipated disbursement records to more accurately capture the physical location of the school campus that the TEACH Grant recipient is attending. The Enroll OPE ID value you provide on a TEACH Grant disbursement record can be the same as the School OPE ID field value used on the origination record.

The value entered in the School OPE ID field in COD School (TEACH) setup is automatically used as the Enroll OPE ID value for each disbursement record unless you change the value to a different Enroll OPE ID.

The Enroll OPE ID can be added or modified manually on the Disburse (TEACH Grant) tab, by using TEACH Multiple Entry, or in External (TGED) import files.

## COD

The following enhancements are available in EDEExpress 2012-2013 COD functionality applicable to multiple modules:

### Setup

- **Direct Loan School Setup Modified to Add Enroll OPE ID, Allow Multiple Instances of Same DL Code** – We expanded the the School Setup dialog box for the Direct Loan module to add a new Enroll OPE ID field, which must be provided for each DL Code you select. You can also now select the same DL Code multiple times in the School setup grid if you need to associate Enroll OPE ID values assigned to multiple different campuses with the same DL Code.

The 8-byte Enroll OPE ID value associated with the DL Code you select as the default in School setup is entered automatically as the "loan level" Enroll OPE ID you must now provide when you add an initial loan record for a student to EDEExpress through manual entry. The Enroll OPE ID value associated with your default DL Code is also added to the Disburse tab for each anticipated or actual disbursement record.

- **Enroll OPE ID Added to School Setup for Pell** – We also added a new Enroll OPE ID field to the School Setup dialog box for the Pell Grant module. You can define a default 8-byte value in this field that is entered automatically on the Pell Grant Disburse tab for each anticipated or actual disbursement record.
- **School OPE ID Field Expanded for TEACH School Setup** – We expanded the required School OPE ID field on the COD School (TEACH) setup dialog box from six to eight bytes. The School OPE ID value defined in this field is now entered automatically on the Disburse (TEACH Grant) tab for each anticipated or actual disbursement record.

Remember - you can modify the Enroll OPE ID on individual disbursement records to a value other than the default you define in COD School setup for the Direct Loan, Pell Grant, or TEACH Grant modules if needed.

- **Removed Pushed Cash and Just-in-Time Funding Methods** – We removed the Pushed Cash value for the Funding Method field from COD School setup for the Direct Loan and Pell Grant modules. In addition, the Just-in-Time (JIT) Funding Method value has been removed from COD School setup for the Pell Grant module.

## Business Rules

The following issues may affect your combination system:

- 2012-2013 COD Message Class Options
- 2012-2013 Updates to Valid Date Ranges
- Direct Loan Fields Required for Origination
- Direct Loan Ancillary Services (for example, where to mail an MPN)
- Direct Loan MPN, PLUS Credit Decision, and Disclosure Statement

### 2012-2013 COD Message Class Options

The COD System provides various message class options for sending and receiving Common Record data to and from the COD System. The 2012-2013 Common Record Message class options include:

- Non-program specific and non-award year specific ( COMRECIN and COMRECOP)
- Award year specific and non-program specific (Option selected by EDEExpress)
- Program specific and non-award year specific
- Award year specific and program year specific

EDEExpress 2012-2013 is using the award year specific message class option for sending and receiving Common Record data for Pell, TEACH Grant, and Direct Loan. These message classes are:

2012-2013 Message Class	Data Description
CRAA13IN	COD Common Record data sent to the COD System from EDEExpress
CRAA13OP	COD Response from the COD System to EDEExpress
CRRC13OP	COD Receipt from the COD System to EDEExpress

The award year specific message class option provides you the advantage of viewing the award year of the data within the Common Record file before importing the file into EDEExpress. EDEExpress is *not* using the options for program specific message classes.

In addition, the COD System sends all Web-generated and system-generated transactions such as a Pell negative disbursement or a Direct Loan MPN response to all schools in award year specific message classes.

All message classes used by 2012-2013 EDEExpress are outlined for you in *Volume III, Section 2: Combination System Message Classes* of this technical reference.

All COD message classes are outlined in *Volume II, Section 2: COD Message Classes* of this technical reference.

## 2012-2013 Updates to Valid Date Ranges

Valid date ranges for Pell, TEACH Grant, and Direct Loan processing are updated for the 2012-2013 processing cycle. These updates affect EDEExpress edits and valid field content. Below is the listing of updated 2012-2013 date ranges.

Pell Grant	TEACH Grant	Direct Loan	Data Element	Date Range
✓			Enrollment Date	01/01/2012 to 06/30/2013
✓			Payment Period Start Date	01/01/2012 to 06/30/2013
✓			Disbursement Date	01/01/2012 to 09/30/2018  <b>Note: Although EDEExpress accepts any date on or after 01/01/2012, the valid 2012-2013 date range for Pell Grant disbursement records is the date the 2012-2013 Pell schedules are posted on the IFAP Web site (<a href="http://ifap.ed.gov">ifap.ed.gov</a>) to 09/30/2018.</b>
		✓	Award Begin Date	06/30/2013 or earlier
		✓	Award End Date	07/01/2012 or later
		✓	Academic Year Start Date	06/30/2013 or earlier
		✓	Academic Year End Date	07/01/2012 or later
		✓	Disbursement Date	06/21/2009 to 12/28/2016
		✓	Date of Birth	01/01/1913 to 12/31/2004
	✓		Enrollment Date	01/01/2012 or later
	✓		Pay Period Start Date	01/01/2012 or later
	✓		Disbursement Date	01/01/2012 or later

## Direct Loan Fields Required for Origination

Certain data must be present on a Direct Subsidized, Unsubsidized, PLUS or Grad PLUS Loan record before it can be originated in the EDExpress software. Listed below are the fields required for origination by loan type.

It may be possible to save (but not originate) a loan record without all of these fields.

Field Name	Required for Origination of a PLUS	Required for Origination of a Grad PLUS	Required for Origination of a Sub/Unsub
Student's Last Name	✔, if student's First Name is blank	✔, if student's First Name is blank	✔, if student's First Name is blank
Student's First Name	✔, if student's Last Name is blank	✔, if student's Last Name is blank	✔, if student's Last Name is blank
Student's Permanent City		✔	✔
Student's Permanent State		✔	✔
Student's Current SSN	✔	✔	✔
Original SSN	✔	✔	✔
Student's Date of Birth	✔	✔	✔
Student's Citizenship Status	✔	✔	
Dependency Status	✔	✔	✔
CPS Transaction #	✔	✔	✔
School Code	✔	✔	✔
Loan Enroll OPE ID (New for 2012-2013!)	✔	✔	✔
Loan ID	✔	✔	✔
Loan Amount Approved	✔	✔	✔
Disbursement Profile Code	✔	✔	✔
College Grade Level	✔	✔	✔
Loan Period End Date	✔	✔	✔
Loan Period Start Date	✔	✔	✔
Academic Year End Date	✔	✔	✔
Academic Year Start Date	✔	✔	✔
Student's Loan Default/Grant Overpayment	✔		
Borrower's Loan Default/Grant Overpayment	✔	✔	✔
Borrower's Date of Birth	✔		
Borrower's Permanent State	✔		
Borrower's Current SSN	✔		
Borrower's Permanent City	✔		
Borrower's Permanent ZIP Code	✔		
Borrower's First Name	✔, if student's First Name is blank		
Borrower's Last Name	✔, if student's Last Name is blank		
Borrower's Citizenship Status	✔		



## Direct Loan Ancillary Services

Borrowers of Direct Subsidized, Unsubsidized, PLUS and Grad PLUS loans can complete a paper MPN or an electronic MPN at [StudentLoans.gov](http://StudentLoans.gov). If a borrower completes the electronic MPN, an MPN Response (CRPN13OP) is sent to the appropriate school. If a borrower completes a paper MPN, the MPN can be mailed directly to the COD System or returned to the school to forward to the COD System. The COD System must receive and accept the MPN before the loan is booked.

Hardcopy MPNs mailed to the COD System by the school must be accompanied by a paper manifest that lists the borrower's name and MPN Identification (ID) for each MPN in the shipment. The paper manifest also provides a certification to be signed by an official at the school.

For 2012-2013, schools continue to send batches of MPNs with paper shipping manifests to the following addresses:

- Regular Mail

US Department of Education  
P.O. Box 5692  
Montgomery, AL 36103-5692  
1-800-848-0978

- Overnight Delivery

US Department of Education  
100 Capitol Commerce Center  
Blvd.  
Suite 160  
Montgomery, AL 36117

Beginning on December 19, 2011, the overnight delivery address for all MPNs and MPN manifests is updated to: U.S. Department of Education, 100 Capitol Commerce Center Blvd., Suite 160, Montgomery, AL, 36117.

MPNs for subsidized and unsubsidized loans, MPNs for PLUS loans, and MPNs for Grad PLUS loans must be batched separately and a separate paper manifest created for each. Each document can contain up to 100 notes. Additionally, separate documents (manifests) must be created for each Direct Loan school code. The MPN Manifest option is available through the EDExpress Print process.

After a batch of MPNs is received in the mailroom, the notes are manually inspected for missing or incorrect information. A generic checklist is used. If there are errors or information is missing, the checklist is marked in the appropriate blank describing the error that needs to be corrected. The checklist and MPN are returned to the school or borrower, whichever is appropriate. If a note is rejected, a new MPN must be printed with the corrected data and resubmitted to the COD System.

More information on MPN processing can be found in *Volume II: Common Record Technical Reference* of this technical reference. You may want to become familiar with all volumes of the *2012-2013 COD Technical Reference* to gain a full understanding of the COD System.

After an MPN is processed by the COD System, you receive an MPN Response that includes the MPN status and can be used to update EDEExpress.

### **Direct Loan MPN, PLUS Credit Decision, and Disclosure Statement**

This section describes the EDEExpress processes regarding Direct Loan MPN multi-year and single-year notes, as well as the PLUS credit decision, and the disclosure statement.

The same Direct PLUS MPN form is used for both Grad PLUS and PLUS loans. You should ensure that you are using the most recent version of the Direct Loan PLUS MPN. When you select the report type to print, the following statements print in Section A:

Report Type	Printed Statement
MPN-PLUS	I am a Parent of a Dependent Undergraduate Student
MPN-Grad PLUS	I am a Graduate or Professional Student

MPNs, MPN Manifests, credit decisions, and disclosure statements for Grad PLUS loans are processed following the same rules and guidelines as PLUS loans for parent borrowers.

Refer to the Implementation Guide found in *Volume II: Common Record Technical Reference* of this technical reference for complete details regarding Direct Loan Master Promissory Notes.

### **Determining the MPN Status for Subsidized and Unsubsidized Loans When Using the Multi-Year MPN Feature**

For subsidized and unsubsidized loans processed using the multi-year feature, determining the MPN status is a two-step decision-making process within EDEExpress.

First, EDEExpress checks for other existing originated subsidized or unsubsidized loans for the student. When another loan exists within EDEExpress for a student, EDEExpress reviews the MPN status of the existing loan.

IF...	THEN...
The MPN status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists ( <b>A, P, S, M, or T</b> )	EDEExpress updates the MPN status of the originating loan to <b>T</b> , assumes a valid MPN exists
The MPN status of the existing loan indicates no valid MPN exists ( <b>R, N, I, E, or C</b> )	EDEExpress sets the MPN status of the originating loan to <b>R</b> , ready to print, and a new MPN can be printed

**EDEExpress MPN Statuses:** **N:** Not ready to print (Sub/Unsub only), **R:** Ready to print, **P:** Printed or request to print sent to COD, **S:** Signed & returned (available when current value is P), **M:** Manifested, **A:** MPN Accepted by COD, **X:** MPN Pending, **T:** Assumes MPN Exists (available when current value is N, R, P, S or M), **I:** Inactive, **E:** Inactive/Endorser, **C:** Closed

When no other loans for a student exist within EDEExpress, EDEExpress reviews the ISIR Direct Loan MPN flags if ISIRs were imported into EDEExpress.

IF...	THEN...
The ISIR Direct Loan MPN flag indicates an active MPN at the COD System ( <b>A</b> )	EDEExpress updates the MPN of the originating loan to <b>T</b> , assumes a valid MPN exists
The ISIR Direct Loan MPN flag is blank or indicates no valid MPN ( <b>I</b> , <b>E</b> , <b>C</b> , <b>N</b> , or <b>U</b> )	EDEExpress sets the MPN status of the originating loan to <b>R</b> , ready to print, and a new MPN can be printed

**ISIR Direct Loan MPN Flag:** **A:** Active, **I:** Inactive, **E:** Inactive/Endorser, **C:** Closed, **N:** None or Unavailable, or **U:** Updated

### Determining the MPN Status for PLUS Loans When Using the Multi-Year MPN Feature

For PLUS and Grad PLUS loans processed using the multi-year feature, a school can set the MPN status to **T** either manually or through multiple entry in EDEExpress. The MPN status of **T** is used to indicate you assume an MPN is on file at the COD System for the borrower. When the MPN status is set to **T**, EDEExpress does not require the printing of an MPN for that PLUS or Grad PLUS loan. Upon importing the COD Response for an accepted PLUS or Grad PLUS loan, EDEExpress is updated with the MPN status on file at the COD System.

### Single-Year MPN Feature

The single-year feature is available to all schools and requires that a new MPN must be completed by a borrower for each academic year. All schools *not* eligible to process MPNs using the multi-year feature must use the single-year feature. Schools eligible for the multi-year feature can opt to process MPNs using the single-year feature. The school's processing feature is updated in EDEExpress setup and on the COD System Web site.

A single-year school must use an MPN generated at or for that school only. A single-year school can link multiple loans for the same academic year, for the same student, to the same MPN. The academic year start and academic year end dates must be the same on all loan records linked to a specific MPN.

An MPN link indicator for subsidized/unsubsidized/PLUS/Grad PLUS loans is found on the Response. If the loan record has been linked to an MPN at the COD System, the MPN link indicator contains a **Y**. Loan records not linked to an MPN on file at the COD System have an **N**, in the MPN link indicator field.

## Determining the MPN Status When Using the Single-Year MPN Feature

When processing loans using the single-year feature, EDEExpress looks for other originated loans for the student with the same academic year within EDEExpress to determine the MPN status.

For schools implementing single-year functionality the ISIR Direct Loan MPN flag is not used in the process to determine if a new MPN should be printed since a previous year's MPN is not relevant.

IF...	THEN...
No other loans exist for this student within EDEExpress	EDEExpress sets the MPN status of the originating loan to <b>R</b> , ready to print and a new MPN can be printed
Another loan exists and the academic year start and end dates do <b>not</b> match the loan being originated	EDEExpress sets the MPN status of the originating loan to <b>R</b> , ready to print and a new MPN can be printed
Another loan exists and the academic year start and end dates match the loan being originated, EDEExpress reviews the MPN status of the existing loan:	
If the MPN status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists ( <b>A, P, S, M</b> , or <b>T</b> )	EDEExpress updates the MPN status of the originating loan to <b>T</b> and assumes a valid MPN exists
If the MPN status of the existing loan indicates no valid MPN exists ( <b>R, N, I, E</b> , or <b>C</b> )	EDEExpress sets the MPN status of the originating loan to <b>R</b> , ready to print, and a new MPN can be printed

**N**: Not ready to print (sub/unsub only), **R**: Ready to print, **P**: Printed or request to print sent to COD, **S**: Signed & returned (available when current value is P), **M**: Manifested, **A**: MPN Accepted by COD, **X**: MPN Pending, **T**: Assumes MPN Exists (available when current value is N, R, P, S or M), **I**: Inactive, **E**: Inactive/Endorser, **C**: Closed

## Single-Loan MPN Feature

The single-loan MPN is an MPN linked to a PLUS or Grad PLUS loan that is accepted with an eligible endorser who has an approved credit decision. After an endorser is associated with a PLUS or Grad PLUS loan, the MPN linked to that PLUS or Grad PLUS loan cannot be linked to any other loans even if the school uses the multi-year MPN feature. The MPN status for a single-loan MPN is determined by the COD System.

When a PLUS or Grad PLUS loan with an endorser is linked to an MPN, the COD System returns an MPN status of inactive on the Response. After the single-loan MPN is established, it becomes an inactive MPN and no other loans can be linked to that same MPN. In addition, all other pending or active PLUS MPNs for the borrower become inactive at the COD System. Future ISIRs display an MPN status of inactive and a new MPN must be completed if the borrower wants to borrow a subsequent PLUS loan.

### Importing the MPN Status from the COD System

Both the Common Record Response (CRAA130P) and the MPN Response (CRPN130P) can contain the MPN status determined by the COD System for a loan record. When the loan is accepted by the COD System, the COD System links the loan to an existing MPN, if possible.

Upon import of the Common Record Response (CRAA130P), EDEExpress updates the MPN status of a loan record according to the following logic:

IF The COD System's MPN Status Imported is:	AND EDEExpress MPN Status is:	THEN EDEExpress Updates to:
A = Accepted MPN at the COD System	Any MPN status	A = Accepted by the COD System
R = No Valid MPN on File at COD	T = MPN Exists *	R = Ready to print
P = Pending MPN at the COD System	T = MPN Exists *	R = Ready to print
C = Closed MPN at the COD System	Any MPN status	C = Closed MPN
I = Inactive MPN at the COD System	Any MPN status	I = Inactive MPN
E = Inactive due to an Endorser at the COD System	Any MPN status	E = Inactive/Endorser MPN

**\* Note:** Upon import of a Common Record Response with a COD System MPN Status of **R** or **P**, the EDEExpress loan record's MPN status is updated to **R** *only* if the loan record's existing MPN Status is **T**. If the EDEExpress MPN Status is a value other than **T**, the record is not updated as a result of importing a Common Record Response with a COD System MPN Status of **R** or **P**.

Upon import of the MPN Response (CRPN130P), EDEExpress updates the MPN status of a loan as follows:

IF The COD System's MPN Status Imported is:	AND EDEExpress MPN Status is:	THEN EDEExpress Updates to:
A = Accepted MPN at the COD System	Any MPN status	A = Accepted by the COD System
R = No Valid MPN on File at COD	M = Manifested * <i>or</i> T = MPN Exists *	R = Ready to print
P = Pending MPN at the COD System	M = Manifested *	X = Pending at the COD System
C = Closed MPN at the COD System	Any MPN status	C = Closed MPN
I = Inactive MPN at the COD System	Any MPN status	I = Inactive MPN
E = Inactive due to an Endorser at the COD System	Any MPN status	E = Inactive/Endorser MPN

**\* Note:** When importing an MPN Response with a COD System MPN Status of **R**, the EDEExpress loan record's MPN status is updated to **R** *only* if the loan record's existing MPN Status is **M** or **T**. When importing an MPN Response with a COD

System MPN Status of **P**, the EDEExpress loan record's MPN status is updated to **X** *only* if the loan record's existing MPN Status is **M**.

## Valid MPN

An open MPN is valid for up to ten years from the date the MPN is received by the COD System if at least one actual disbursement is made within a year from the date the COD System received the MPN and the borrower has not closed the note.

If at least one actual disbursement is not made on any of the loans linked to an MPN within twelve months, the MPN becomes inactive in the COD System.

The MPN Expiration Date is returned in the Common Record Response file (**CRAA130P**) or the MPN Response file (**CRPN130P**) by the COD System. When the MPN Expiration Date exists in the imported response file, EDEExpress displays the date on the Direct Loan Origination tab in the MPN Information section of the Loan Info tab.

To close an MPN a borrower must send a written request to the servicer or to the school. If the closed notification is received at the school, the school must forward the original documentation to the COD School Relations Center. Upon receipt of a written request, the COD System manually closes the MPN and sends a confirmation letter to the borrower. After an MPN has been closed, no new loans can be linked to it. Loans that are already linked to a closed MPN can continue to use that MPN for disbursement processing. A new MPN must be generated if new loans are to be originated. When a loan is processed by the COD System and all MPNs for the borrower on file at the COD System are closed, an MPN status of **R** (MPN not on file) is returned in the Response to the school.

## PLUS Credit Decision Status

Schools can perform a credit check for a PLUS loan for a parent borrower or a Grad PLUS borrower on the COD Web site. After the online credit check is complete, schools can enter a credit decision status of **A** (Credit approved) or **F** (Credit denied; credit decision received from COD Web site) in EDEExpress, depending on the results received.

When importing a Common Record Response (**CRAA130P**) for a PLUS or Grad PLUS loan, the PLUS credit decision status for the loan is updated in EDEExpress. A PLUS or Grad PLUS loan is not linked to an MPN until the borrower has an accepted PLUS credit decision status. PLUS credit decision statuses are:

- A** = Accepted
- D** = Denied, and
- P** = Pending

When a PLUS or Grad PLUS borrower requests a credit decision override or submits an Endorser Addendum, a Credit Decision Override Response (**CRCO130P**) is generated by the COD System to communicate the updated credit decision status.

Valid values for the PLUS credit decision override code are:

- C** = Credit overridden as a result of new credit information provided
- E** = Credit overridden as a result of an endorser's approval

D = Credit denied as a result of an endorser's denial

N = Credit denied after pending

### Requesting & Appealing a PLUS Credit Decision

Refer to *Volume II: Common Record Technical Reference* of this technical reference for additional information.

When the credit decision status is updated to "Accepted," the COD System attempts to link the PLUS or Grad PLUS loan to an MPN. If the loan is linked to an MPN, an MPN Response (CRPN130P) is generated to communicate the updated MPN status. Upon importing the Credit Decision Override Response file, EDEExpress updates the PLUS credit decision status for the PLUS or Grad PLUS loan. Upon importing the MPN Response file, EDEExpress updates the MPN status for the PLUS or Grad PLUS loan.

### Generating Disclosure Statements

Refer to the Implementation Guide found in *Volume II: Common Record Technical Reference* of this technical reference for more information.

### Generating Disclosure Statements

Disclosure Statements are required for all loan types (subsidized, unsubsidized, PLUS, and Grad PLUS loans) and can be printed by the COD System or a school.

EDEExpress provides the capability to print Disclosure Statements for subsidized, unsubsidized, PLUS, and Grad PLUS loans. When the school prints a Disclosure Statement, the disclosure statement print indicator value of o = Onsite (school prints) within EDEExpress is translated to a disclosure statement print code of s (school prints and sends to borrower) in the Common Record export file that you send to the COD System.



## System Options

To help you decide how best to incorporate EDEExpress, consider the following questions.

<b>Grant and Loan Volume</b>	How large is the grant and loan volume at your school?
<b>Available Resources</b>	How much of the following resources are available: staff, data processing resources, equipment, and money?
<b>Existing Systems</b>	What existing systems are in place and how easy are they to integrate?
<b>Time Constraints</b>	Is there enough time available to develop a system?
<b>Campus Communications</b>	Are there existing means of communication between offices involved in the Direct Loan Program or the Federal Grants Programs? (These offices could include financial aid and bursars.)

ED gives you maximum flexibility in fashioning a system solution that best meets your school's needs. As a combination school, you should consider the following options:

### *EDEExpress for Windows*

EDEExpress is a comprehensive financial aid management system provided at no cost by the ED.

The system is student-based and enables you to process federal application data, including loading and printing Institutional Student Information Records (ISIRs) received electronically from the CPS ISIR Datamart and viewing and correcting individual ISIRs through FAA Access to CPS Online.

It also computes student award packages, maintains funds, tracks file documents, generates reports, establishes Pell, TEACH Grant, and Direct Loan origination records, prints MPNs, and manages and reports Pell, TEACH Grant, and Direct Loan disbursement data.

EDEExpress supports all the necessary tasks required to participate in the Pell Grant and Direct Loan programs, as well as the TEACH Grant Program established by the CCRAA. Schools using this software can refer to the Desk References and or the EDEExpress help system for assistance.

The EDEExpress software and its associated user documentation are available for download from the [fsadownload.ed.gov](http://fsadownload.ed.gov) Web site.

### *Combination EDEExpress/Custom System*

You can use any of the processing functions provided by EDEExpress in conjunction with external systems or software from another vendor.

EDEExpress enables you to import data captured in other on-campus systems (for example, a financial aid packaging system). You can also export data needed by other on-campus systems (such as the school's business office) from the EDEExpress database.

### ***Interface with Other Software Systems on Campus***

Your other school computer systems, used for registration or accounting, are potential providers of data to EDEExpress. EDEExpress is designed to import data captured in other systems and reformatted according to specifications provided in this technical reference. Likewise, data in EDEExpress can be exported for use in other on-campus systems.

### ***Benefits to Using EDEExpress***

If you currently use another system for Pell, TEACH Grant, and Direct Loan processing, consider that EDEExpress 2012-2013:

- Is fully XML-compliant, allowing you to exchange data with the COD System
- Automatically translates flat files you import from your mainframe or third-party software and creates export files you can transmit to the COD System
- Can automatically convert XML records from the COD System to flat ASCII format, which you can then export for import into your mainframe or another system on campus
- Offers a powerful, structured query language (SQL)-based query function for extracting data
- Offers a user-friendly Windows interface
- Is proven to work well in combination with mainframe systems
- Is backed by expert technical support

### ***PC Requirements for EDEExpress***

For PC requirements, see the Installation Guide for EDEExpress (year specific), located on the [fsadownload.ed.gov](http://fsadownload.ed.gov) Web site, or contact CPS/SAIG Technical Support at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov) or

- (800) 330-5947
- (800) 511-5806 (TDD/TTY)

## The Basic Process for Combination Systems

As you review your processing methods and current use of EDEExpress, or if you are considering using EDEExpress, ask these questions:

- What is the source of my data?
- How will I synchronize updates to the data between EDEExpress and the mainframe or my other financial aid management software?
- How will I synchronize updates to the data my office shares with other offices on campus?

Every combination school's processing environment is unique. As a simple example, the steps for processing Pell, TEACH Grant, and Direct Loan records with EDEExpress and the COD System in a combination system environment could be similar to these:

1. In EDEExpress, import an ASCII file of records from the mainframe using the Import External Add function.
2. Update records in EDEExpress by importing an ASCII file from the mainframe using the Import External Change function.
3. For Direct Loan, create or verify MPNs if needed. These MPN statuses can come from the External Add or Change files.
4. Export the information from EDEExpress (data is automatically translated to XML format) to the COD System for origination through the Student Aid Internet Gateway (SAIG).
5. Receive Common Records Receipts and Responses from the COD System through the SAIG.

For Common Record Responses processed by the COD System and received through the SAIG mailbox, schools can receive a Full or Standard Response. However, EDEExpress always requests and receives Full Responses from the COD System. A Full Response contains all the original tags sent by the school and the rejected data elements and reason codes. A Standard Response contains only the rejected data elements and reason codes.

The request that EDEExpress sends in the Common Record for a Full Response overrides the school's option set on the COD System's Web site. For example: If you set your school option to receive Standard Response and you send your data to the COD System using EDEExpress, the COD System is going to return a Full Response.

6. Import the Receipts and Responses into EDEExpress.
7. If the originations and MPNs were submitted successfully and accepted, disburse funds to the students.

The COD System sends one Response document for each Common Record document submitted.

### Web-Generated Responses

All Web-generated Responses are Full Responses.

### Records, Layouts, and Processes

For further information, see *Volume II: Common Record Technical Reference* of this technical reference.

The Pell External Import Change process and the TEACH Grant External Import Change process only require those fields that are to be modified and a few key fields to be imported into EDEExpress. Any fields not modified are to be submitted as filler. The External Add/Change Record Layout allows filler in any non-modified field. For more information, refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

8. Use the Query function in EDEExpress to extract student information from the records and print the information to a file for the bursar's office.
9. Export the updated records to an ASCII file from EDEExpress using the Export External function.
10. Load the file of updated records to your mainframe or third-party software.
11. Make changes to the student records, if corrections are needed.

# Common Record Documents

## Documents

The origination and disbursement process begins when a participant in the COD System submits a Common Record to the COD System. For the 2012-2013 Award Year, the Common Record is submitted in one of two ways:

- Document submission
- Online submission using the COD System's Web site

EDEXpress, in combination with EDconnect and the SAIG, enables users to participate in the COD System using the document submission process.

## Common Record Document Submission

All Common Record documents are submitted to the COD System's SAIG mailbox. The Enterprise Application Integration Bus (EAI Bus) performs periodic data pickups from the COD System's SAIG mailbox and transmits the Common Record data to the COD System.

EDEXpress continues to export Pell, TEACH Grant, and Direct Loan files with document headers and trailers. The document header contains a Document ID that is unique to the export document.

## The Document Integrity Rule

EDEXpress requires document integrity. As a result, the COD System returns a corresponding response document for every Pell, TEACH Grant, or Direct Loan record submitted in a single document by the school. If a school submits a document with 1,000 Pell records, the COD System returns a response corresponding to only those 1,000 records. The response file always contains the same document ID originally submitted by the school.

## Tracking Document IDs

Schools should track document IDs on their systems. The EDEXpress software provides document-level tracking capability through the Browse function located within the Tools menu option. You can track submissions to the COD System with the Document Activity grid through this system option. Submissions to the COD System can have Pell-only, TEACH-only, DL-only or any combination of Pell, TEACH and DL data.

All document IDs transmitted to the COD System using EDEXpress have the same format. The format is CCYY-MM-DDTHH:mm:ss.ff99999999.

Document submission is the option for EDEXpress users.

## Online Submission

For questions regarding online submissions using the COD System's Web site, refer to *Volume II: Common Record Technical Reference* of this technical reference.

## Transmitting to SAIG

For more information regarding transmitting to SAIG, see the SAIG Host Communication Guide on the [fsadownload.ed.gov](http://fsadownload.ed.gov) Web site.

Grad PLUS loan data can be included as part of existing DL export options.

The first segment of the document ID identifies the date the document was exported from EDEExpress. The date is represented in `CCYY-MM-DD` format.

`CC` = Century

`YY` = Year

`MM` = Month

`DD` = Day

Next in the document ID is a `T` as a date/time separator followed by the document time identifying when the document was exported from EDEExpress. The time is represented in a `HH:mm:ss.ff` format.

`HH` = Hour

`mm` = Minutes

`ss` = Seconds

`ff` = Hundredths of a second

The manifest document ID is also tracked in the Document Activity Grid but it uses the Reporting Entity ID, not the Source Entity ID.

The characters that follow reflect the school's assigned eight-digit Source Entity ID from the COD System setup. The Source Entity ID is randomly generated and assigned to schools by the COD System.

### ***Combination System Message Classes***

*Volume III, Section 2: Combination System Message Classes*, of this technical reference provides the 2012-2013 Pell, TEACH Grant, and Direct Loan EDEExpress message classes.

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## Combination System Record Layouts

Interfacing your school's system with EDEExpress reduces the effort of preparing data by importing student data from your existing systems into EDEExpress. You can also take advantage of the built-in edits in EDEExpress to ensure that your records contain valid data. After processing Pell, TEACH Grant, or Direct Loan records with EDEExpress, you can create a customized export file to share the data with your school's other systems.

*Volume III, Section 3: Combination System Record Layouts* of this technical reference contains the record layouts that enable you to use EDEExpress in combination with your school's software to process Pell Grant, TEACH Grant, and Direct Loan data.

### Imports

The import process enables you to quickly add and update both origination and disbursement records using a combination of EDEExpress and your school's system or third-party software. Remember, to import data from another system to EDEExpress, you must format the data according to the record layouts in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

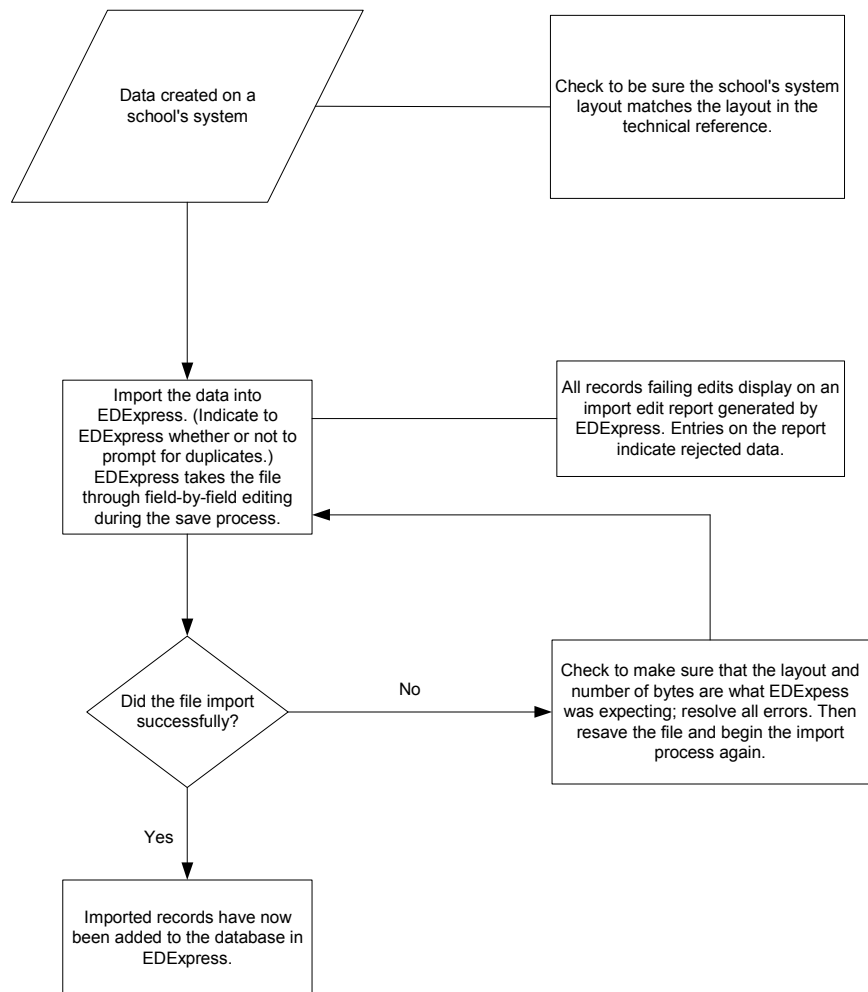
EDEExpress receives data from external systems without a header and trailer record but does require ASCII format, with the end of each record marked with carriage return/line feed characters (ASCII 13 and 10). After the last record there is no end of file marker (EOF), only the final carriage return/line feed marker.

The figure on the next page shows the External Import process.

If the file is incorrectly formatted without the carriage return/line feed, the import fails and the following error message displays: *Invalid Record Length*. You are given the record size of the import file.



## External Import



Ability to Benefit fields on the Demo tab can also be updated through the import external add or external change process. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

### Import External Add or External Change Records

The basic steps for importing external data into EDEExpress are:

1. Select **File, Import** from the menu bar.
2. Click the tab of the module you want to use: Pell, TEACH, or Direct Loan.
3. Click the down arrow on the import type box to display a list of file types to import.
4. Select the file type.

For Pell, choose **Origination Data – External** or **Disbursement Data – External**.

For Direct Loan, choose **Loan Data – External Add** or **Loan Data – External Change**.

For TEACH Grant, choose **External TEACH Grant Data**

5. Confirm that the default filename and data directory you established in setup appears in the **Import From** box.

Or, if you want to import from a different filename, click the **File** button to locate and name the file, then click **OK**. EDEExpress enters the filename in the box automatically.

6. Click **Printer**, **File**, or **Screen** as the report output destination.

If you want to send the report to a file, click the **File** button to locate and name the file, then click **OK**. EDEExpress enters the filename in the box automatically. Remember that if you print to a file, no hard copy prints on your printer. To print a hard copy, you need to either open the printed file and print *or* reimport the file and select **Printer** as your output destination.

7. Select the checkbox at the Prompt for Duplicates option if you want EDEExpress to display the IDs for records that are duplicates of those already in your database. If you are importing external change records for Direct Loan, skip this step.
8. Click **OK** to import the file and send the report to the destination you chose. The Database Load Statistics dialog box appears.
9. Click **OK** to close the Database Load Statistics dialog box. If you chose screen as your output destination, use the scroll bars to view and click **OK** when you are finished.
10. Review the results. If errors occurred, correct them in your import file, resave the file, and import the file again.

### Prompt for Duplicates

If you want to be warned when EDEExpress encounters a record in the database with the same ID as a record being imported, select the Prompt for Duplicates checkbox in the Import dialog box.

With the prompt for duplicates option selected, EDEExpress prompts you for the following actions when it encounters a duplicate record:

- **Skip?** This option skips the current record and the import process advances to read the next record in the file. No updates are made to the current record.
- **Skip All?** This option skips the current record and all other duplicates without notification. No updates are made to any of the duplicate records that are found. EDEExpress does not prompt you when it finds duplicates during the process
- **Update?** This option prompts you to update the current record and continues processing with the next record. The update option processes the current record, then advances to the next record and prompts you again when another duplicate record is found.
- **Update All?** This option updates the current record and all other duplicate records throughout the process without warning you of duplicate records found.

If you do not select the prompt for duplicates checkbox, EDEExpress automatically skips duplicate records.

## Import Edits for Valid Values

As the import progresses, all records are passed through field-by-field edits. EDEExpress checks each field for valid content. If any field fails an edit, the record is rejected. The fields causing the rejection and appropriate invalid value messages are displayed on the Import Edit report.

All records that successfully pass the valid values edits are saved in the EDEExpress database.

## End-of-Entry Edits

During the External Import process, EDEExpress passes the data through end-of-entry edits. If an edit is hit, an error message appears on the Import Edit report at the end of the process. You can also see “Invalid Value” errors on this same edit report. If this type of error appears, go to the data element in the record layout and refer to the valid values column for help in resolving the error.

## Correcting Errors

Invalid or missing data must be updated on the external system. You must then recreate the External Add or Change record and reimport it into EDEExpress.

If you are importing only to add previously rejected records, you can reuse the original import file after updating the rejected records. You do not need to remove the previously accepted records from the import file. EDEExpress skips these records unless you select the prompt for duplicates checkbox to choose a different action.

As with the original import, the corrected records run through the edits again. If they pass all edits, EDEExpress saves them in the database. The correction and reimport process can be repeated until all errors are resolved.

## Import Edit Report

An Import Edit report is created for each file of imported records. This report identifies rejected records and provides statistics on the number of records added in the database.

## Pell External Imports

This section contains information on processing Pell awards using EDEExpress in combination with your school’s system.

After you enter your Reporting and Attended Entity IDs and your Reporting and Attended Pell ID in EDEExpress, you can import external origination or external disbursement files from another system. Records can be set to ready to batch when you import these external files.

The import processes for TEACH Grant external data and Pell external data only requires those fields that are to be modified and a few key fields to be imported into EDEExpress. Any fields not modified are to be submitted as filler. The External Add Record Layout allows filler in any non-modified field. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

## External Origination Add/Change Record

The Pell Grant External Origination Add/Change record layout designates the data elements that are required for the origination record type. External automated systems use this layout to add and change origination award records in your EDEExpress database. The detail of each record is based on a set of predefined field elements. Create the file using the `PGE0130P` message class so that it can be imported into EDEExpress.

Changes to the origination record use the same record layout and apply to the entire award period.

## External Disbursement Add/Change Record

The Pell Grant External Disbursement Add/Change record layout designates the data elements that are required for the disbursement record type. External automated systems use this layout to add and change disbursement records in your EDEExpress database. The detail of each record is based on a set of predefined field elements. Create the file using the `PGED130P` message class so that it can be imported into EDEExpress.

## Include Records in Next Document Submission

If you select Include Records in Next Document Submission? in the Import dialog box, EDEExpress applies end-of-entry edits to the origination records. They are reviewed for the integrity of their content before they are saved in the Pell database. The origination status of all records that meet the conditions of all required edits is then set to `R` (ready to export).

Records that contain inadequate information are rejected and the import report displays the details of the failed edit condition. Users are not able to set the record to an `R` status until the record is changed to conform to edit specifications.

If you do not select Include Records in Next Document Submission?, you must use the multiple entry feature in EDEExpress or set the origination records to `R` one at a time. See the online Help in EDEExpress for information on multiple entry.

Disbursement records that successfully pass valid field content edits are systematically added in the Pell database at the `R` (ready) status.

## Resolving Edits

To resolve field-by-field edits or data element edits, refer to the valid values column in the record layout and the End-of-Entry Edits table at the end of this section.

The Import Edit report statistics indicate the number of records added, read, updated, rejected, or skipped.

## Import Edit Report

At the completion of the import process, an Import Edit report is generated. The Import Edit report gives record level detail as well as summary information for the outcome of the import file. The following statuses are printed in summary at the end of the report:

Row Heading	Description	Status
Records Added	Total of first time records added	A
Records Read	Total of all records read	N/A
Records Updated	Total of records changed	U
Records Rejected	Total of records with errors	E
Records Skipped	Total of records disregarded	S

## TEACH Grant External Imports

See the *TEACH Grant Appendix* at the end of this section.

## Direct Loan External Imports

This section contains information on importing and processing Direct Loans using EDEExpress in combination with your school's system.

### External Import Add

See the External Import Add record layout in *Volume III, Section 3: Combination System Record Layouts* of this technical reference for layout and file creation specifications.

When importing new records into the Direct Loan database in EDEExpress, you must create a file of borrower records according to a standard file layout. Create the file using the `DIEA13OP` message class so that it can be imported into EDEExpress.

If the record passes reject editing and a loan ID is not specified in the import file, the loan record is added in the EDEExpress database and a 21-digit loan ID is assigned. The loan ID is important to systems interfacing with EDEExpress, because it is needed when making changes to existing records.

When a loan record is imported, EDEExpress searches for records with an identical student SSN, loan type, program year, and Direct Loan school code. If there is no match, EDEExpress assigns 001 as the loan sequence number.

### More about the Loan Data Add File Layout

Certain borrower information is required before you can save a loan record. This information includes data about the borrower such as the name and date of birth. In addition, it includes information specific to the loan, such as the loan amount approved, loan period start and end dates, and assumed MPN status. When creating the import file, refer to and adhere to the column marked "Required Field to Save Record" in the External Import Loan Origination Add file (DIEA) record layout.

Ability to Benefit fields on the Demo tab can also be updated through the import external add or external change process. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

EDEExpress automatically performs the origination process for all records containing all of the required origination fields. This step is performed during the import process for all records with a loan origination status of N (not ready to send to COD). For more information on origination record data that must be entered in EDEExpress to perform the origination process for a given loan type, see the section “Direct Loan Fields Required for Origination” earlier in this document.

If your school chooses to fill field #1 with a pre-assigned loan ID, you can assign any loan sequence number (001 to 999). However, we strongly recommend that you start the loan sequence number creation with 001 and do not start with 101.

## External Import Change

This type of import enables you to submit changes from your school’s systems to the EDEExpress Direct Loan database. To do this, as with originations, you must create a file of borrower records according to a standard file layout. Use the External Import Change record layout and the table of Loan Origination Import Change Field Numbers to create your change record. These can be found in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

Create the file using the `DIEC130P` message class so that it can be imported into EDEExpress.

Each record must contain the borrower’s loan ID, the field number of the field to be updated, and the updated value.

To import most efficiently, you should import the records in Social Security Number order, and the fields to be updated within each change record should appear in numerical order. For example, if you are changing fields `s013` (borrower’s telephone number) and `s101` (student’s local address city), field `s013` should appear first in the change record, followed by field `s101`.

Each change record contains space for up to 10 data element changes. Multiple change records can be imported for a loan ID if more than 10 changes are required. When additional change records are included in the file for the same loan ID, the Sequence Number (position 22 to 26) must be incremented by one for each record.

## Formatting Corrected Values

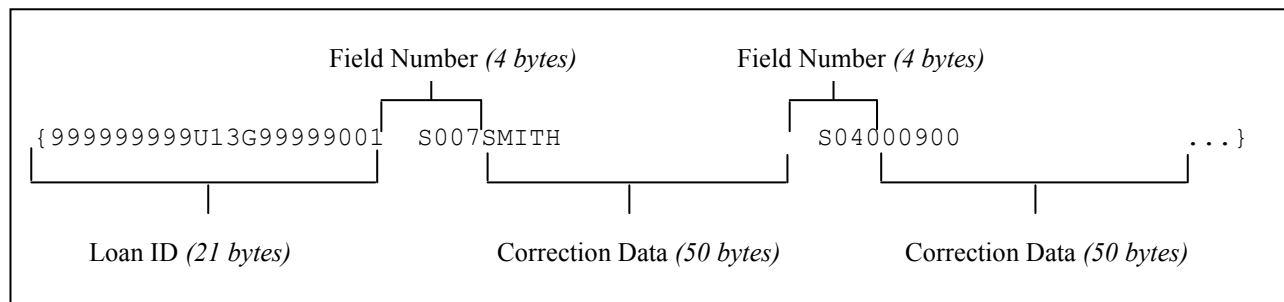
Corrected values must be left-justified within the 50-byte change value field. Numeric fields are left-justified and blank-filled up to the maximum number of positions for that field. For example, when correcting a five-byte numeric field to a value of “900,” the correction record would display `00900` with 45 blank spaces.

**Example**

Two changes are submitted to a loan record whose ID is 999999999U13G99999001:

- A change in the borrower's last name to SMITH, and
- A change in the first anticipated disbursement gross amount to \$900.

The following would be the contents of the change record excluding the create time, document number, and User ID fields at the end of the record:

**Importing Actual Disbursement Data into EDExpress**

You can create a change record to import actual disbursement data from an external institutional system into EDExpress. To do this, use the External Import Change record layout (DIEC130P) in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

The change record should include the following data elements:

Field	Change Field Number
Loan ID	N/A
Sequence Number	N/A
Disbursement Number	D003
Disbursement Date	D004
Action Date	D009
Action Type (Actual Disbursement)	D006
Action Amount (Actual Disbursement)	D007
Actual First Disbursement Change Flag	D008

**Disbursement Action Types**

**New for 2012-2013!** Due to legislative changes, the Sub/Unsub and PLUS/Grad PLUS Interest Rebate Fee no longer applies to loans first disbursed on or after July 1, 2012. You can change the default interest rebate percentage in EDExpress, so that it calculates at 0%, in COD, School (Direct Loan) setup.

The gross, fee, interest rebate, and net amounts are sent to the COD System for all anticipated and actual disbursements. Disbursement records can be recorded in EDExpress by entering either actual gross or net amounts. EDExpress calculates the other amounts.

You indicate whether disbursements are entered using the gross amount or net amount in COD School setup, Direct Loan. After a disbursement is entered into EDExpress using a disbursement gross amount or a disbursement net amount, all disbursement records for that loan must be entered using the same method.



When entering an actual disbursement adjustment (date or amount), you also enter the disbursement number, the action date, and the action type field. This field identifies whether the adjustment is for a disbursement date or amount and describes the disbursement amount you are entering.

The following chart describes the action types available.

Description	Action Type
Enter <b>gross</b> or <b>net</b> amount of the disbursement	D
Enter <b>gross</b> or <b>net</b> amount of the adjustment	A
Use anticipated disbursement amounts to enter actual disbursement <b>gross</b> or <b>net</b> amounts to the disbursement grid.  (Only applicable when creating an actual disbursement with an External Change file (DIEC13OP). This Action Type is not applicable to manual entry.)	U
Enter <b>net adjustment amount</b> (positive or negative) of the adjustment	N
Enter adjusted disbursement date	Q

### Sequence of Disbursement Records

Disbursement records should occur in the file grouped by loan ID. The records must be sorted within loan ID by disbursement number and disbursement sequence number using the previous disbursement sequence number for disbursement sequence numbers 66 to 90 (adjustments to disbursements created on the COD System Web site).

For example, a loan has one actual disbursement and two adjustments. The table below demonstrates the appropriate sort order for these disbursement transactions.

	Disb Number	Disb Date	Disb Sequence Number	Previous Disb Sequence Number	Action Date
Disbursement	01	09/10/2012	01		
First Adjusted Disbursement Amount	01	09/10/2012	66	01	09/15/2012
Second Adjusted Disbursement Date	01	09/12/2012	02	66	10/01/2012

### Inactive Loan Process (Adjustments to Zero)

Individual disbursements and the loan amount approved can be adjusted to zero. This process provides you the flexibility to increase the loan by simply recording and sending the COD System an upward adjustment if the loan or disbursement is to be reactivated after being adjusted to zero.

If the sum of actual disbursements is changed to \$0, EDEExpress displays a message suggesting that you may also want to change the loan amount approved to \$0.

When you select the inactive flag in EDExpress, a dialog box appears with two options.

Option 1 Select the loan as inactive so it no longer appears on reports.	Loan Amount Approved – not adjusted Anticipated Disbursement – not adjusted
Option 2 Select the loan as inactive so it no longer appears on reports and generates necessary change records to be exported to the COD System.	Loan Amount Approved – adjusted to zero Anticipated Disbursement – adjusts ALL anticipated disbursements to zero

The following scenarios demonstrate this process:

### Scenario A

School A needs to cancel an entire loan and no actual disbursements have been made.

1. Reduce the loan amount approved to \$0 or select the loan as inactive and select the option to reduce the loan amount approved to \$0.
2. Save the record.
3. Export a Common Record that contains the change to the loan amount approved and all anticipated disbursements to the COD System.

The save process within EDExpress automatically reduces each anticipated disbursement to \$0.

If you later decide to reactivate this loan:

4. Increase the loan amount approved to the appropriate amount, which automatically resets the inactive flag.
5. EDExpress automatically recalculates the anticipated disbursements.
6. Export a Common Record that contains the change to the loan amount approved and all anticipated disbursements to the COD System.

### Scenario B

School B wants to cancel an entire loan, but actual disbursements have been made.

1. Adjust all actual disbursements to \$0 and send in a Common Record that contains the adjusted disbursement record to the COD System.
2. At the same time, reduce the loan amount approved to \$0 or select the loan as inactive and select the option to reduce the loan amount approved to \$0.
3. Save the record.
4. Export a Common Record that contains the change to the loan amount approved.

If you later decide to reactivate this loan:

1. (As in Step 4 for Scenario A) Increase the loan amount approved to the appropriate amount. The current anticipated disbursements are **not** recalculated.
2. Enter new anticipated disbursements with new disbursement numbers.
3. Select the disbursement release indicator (DRI) and an actual disbursement record is sent to the COD System to report the new actual disbursement amounts.

### Scenario C

School C wants to only cancel individual actual disbursements but not inactivate the loan:

1. Adjust the individual actual disbursements to \$0.
2. Export a Common Record that contains these adjusted disbursements to the COD System.
3. If you later decide to reactivate these disbursements, you must submit the new disbursement amounts and the new disbursement dates as two separate disbursement adjustment transactions.
4. Export the Common Records to the COD System to report the adjusted disbursement amounts and adjusted disbursement dates.
5. Next, enter the **new disbursement date** (Q type transaction) and export a Common Record to the COD System to report the adjusted disbursement date. The adjusted disbursement date transaction ensures that the interest calculation on the reactivated disbursement is calculated accurately.

### Prompt for Duplicates

If you selected the Prompt for Duplicates checkbox in the Import dialog box and EDEExpress discovers a record with the same student SSN, loan type, program year, and DL code as on a record being imported, it proceeds according to the action you select. For example, when you select:

- **Create New** – EDEExpress creates a new loan record and prompts you again when the next duplicate record is found. EDEExpress assigns the next highest loan sequence number.
- **Create All** – EDEExpress creates a new loan record when each instance of a duplicate record is found without further prompts. EDEExpress assigns the next highest loan sequence number.
- **Skip** – EDEExpress skips the duplicate record. The skipped record is counted on the Import Edit report as a skipped record.
- **Skip All** – EDEExpress skips each instance of a duplicate record without further prompts. The skipped records are counted on the Import Edit report as skipped records.

The EDEExpress Direct Loan module maintains an internal loan type (G) unique to Grad PLUS origination records to differentiate between PLUS and Grad PLUS data in EDEExpress functionality. This internal loan type is not submitted to the COD System. EDEExpress uses the existing PLUS Loan identifier (P) when creating the Grad PLUS Loan ID.

### *Loan Types in the Database*

EDEExpress maintains separate records for each borrower loan type. For example, if a borrower is associated with a subsidized loan, unsubsidized loan, PLUS loan (as a parent borrower), and Grad PLUS loan, four records are imported to EDEExpress, one for each loan type. For each imported record, a record is established in the Loan Origination database.

For subsidized, unsubsidized, and Grad PLUS loan types, the Loan Origination database maintains demographic information about the student borrower. Parent borrower and student demographic information is also maintained for PLUS loans.

### *Importing Disbursement Profile Codes into EDEExpress*

Notes regarding importing disbursement profile codes into EDEExpress:

- You can include a disbursement profile code without including the loan period start/end dates, academic year start/end dates, or the anticipated disbursement dates (disbursement profile code must already be included in your setup.)
- You can include a disbursement profile code with corresponding loan period start/end dates, academic year start/end dates, and anticipated disbursement dates (EDEExpress adds this disbursement profile code, loan period start/end dates, academic year start/end dates, and anticipated disbursement dates to your setup.)
- You can include loan period start/end dates, academic year start/end dates, and anticipated disbursement dates, without a disbursement profile code. EDEExpress creates a generic disbursement profile code in your setup.

### *External Exports (Pell, TEACH, and Direct Loan)*

The Export function in EDEExpress enables you to extract the data you need, in a format you create, for whatever purpose you choose. For example, when you receive responses for the disbursement records you send to the COD System, you can create ASCII files from the data that contains only the information needed by the business office to update student accounts.

Consider the following scenario for an External Export for Direct Loan information:

The Admissions Office at your school is compiling confidential statistics on the student population, and they need some data on Direct Loan recipients. They want only a little information about each student, not the student's entire financial aid record, and they want to use the data on their mainframe computer. You find you can accommodate their request easily by exporting the data from EDEExpress. You would follow these basic steps:

1. **Identify the fields** on the loan record that collect the information needed by the Admissions Office.

#### **Grad PLUS fields**

Grad PLUS records included in a Direct Loan External Export file are identified as Loan Type G (Grad PLUS), provided you select the Loan Type field as part of the Direct Loan File Format you use for the export.

2. **Create a file format** that contains those fields using the File Formats tool in EDEExpress. To create the file format first, you assign a code to the file format and enter a description so that you can identify it. Then you select the data fields you want to be included in the file format from a menu. (See “File Formats” later in this section and the Help system in EDEExpress for information about creating and using file formats.)
3. **Export the data.** When you begin the export process, you can select the records you want to export using queries or selection criteria. You also select the format code so EDEExpress knows what format to use. In other words, EDEExpress exports exactly the data you specify from only the records you select. The data you export is always in ASCII format. The Admissions Office staff told you that having the file delimited by tabs would make moving the data onto their mainframe much simpler, so you select the tab delimited option in the Export to File dialog box and proceed with the export.
4. **Print the format** you used to export the data and give the printout to the administrators of the Admissions Office’s computer system. The format lists the fields you selected. When the administrators match the format to the exported data, they can identify the data elements in each student’s record.

The key points are to give the printed file format to the people receiving the data and to tell them that the file is in ASCII format.

## Header and Trailer Records

Because each school’s system has unique requirements for importing data files, the export files created by EDEExpress for use by external systems are created without header or trailer records attached. If needed, the appropriate header or trailer records must be created by your school’s system upon import.

Also, these export files are created in ASCII format and the end of each record is delineated or marked with carriage return/line feed characters (ASCII 13 and 10). After the last record, there is no end of file marker (EOF), only the final carriage return/line feed marker.

Remember that before you can export external data, you must first establish file formats to format the data for the external systems that will use it. Each file format is identified by a code. Select Tools from the EDEExpress menu bar to access the File Format function.

## File Formats

File Formats is a utility in EDEExpress that enables you to select the data fields and the order of the fields for a file to be exported to an external system. Before you can export external data, you must establish a file format for Pell data, TEACH data, or for Direct Loan data that is tailored to your external system.

Each file format is identified by a user-defined, two-character code and the specific fields you select in the File Formats dialog box. The order in which you select the fields displays in the Sequence column and indicates the sequence in which the fields appear in the exported file.

Files exported out of EDEExpress using File Formats can be exported as standard fixed-length files or each field can be separated by a delimiter. When exporting a file, if you choose fixed-length, the system exports the file in a standard layout, with each field exported into a specific field position within the layout. If you choose comma, tab, or custom delimiter, EDEExpress exports the file with each field separated by the chosen delimiter. Some systems may find it easier to import the file with a selected delimiter, rather than using a fixed-length layout for all exports.

## Create File Formats

The specific steps to create a file format in EDEExpress follow.

1. Select **Tools, File Formats** from the menu bar.
2. Click the module for which you want to create the file format.
3. (Optional) If you have previously created file formats, click **Add**.
4. Type a two-character format code for the file you are creating. The code must be unique.
5. Type a description of the format you are creating.
6. Click the down arrow on the right to scroll through the list of fields.
7. (Optional) If you want to select all the fields, click **Select All**.
8. (Optional) If you want to select specific fields, select the checkbox next to the fields you want to select.
9. Click the **Resequence** button to shift all selected fields to the top of the list for easy viewing. Click **OK** to continue.
10. Click **Save** to save the format, then click **OK** to continue.
11. (Optional) Click **Add** and repeat steps 3 through 10 to add more formats.
12. Click **OK** to return to the EDEExpress main window.

You are limited to selecting 255 fields at one time.

For more information on file formats, see the online Help in EDEExpress.

## Export Data to an External System

The specific steps to export data to an external system follow.

1. Select **File, Export** from the menu bar.
2. Click the tab for the module from which you are exporting data (Pell, TEACH, or Direct Loan).
3. Click the down arrow on the Export Type box to display and select from a list of data types to export.  
  
For Pell, select **External Export**.  
  
For TEACH, select **External Export**.  
  
For Direct Loan, select **External Loan Data**.
4. Confirm that the default filename and data directory you established in setup appears in the **Export To** box.

### Grad PLUS fields

Grad PLUS records included in a Direct Loan External Export file are identified as Loan Type G (Grad PLUS), provided you select the Loan Type field as part of the Direct Loan File Format you use for the export.

5. (Optional for Direct Loan) Set export status to **Y** (Yes), **N** (No), or **B** (Both). Export status refers to the export to external flag in the database. Choosing export status as **Y** in the Export dialog box exports all records with the export to external system flag set to **Y**. After the export process completes, this flag is set to **N**.
6. Type the code of the file format you want to use in the Format Code entry box in the lower portion of the window. (See “File Formats” in this section and the Help system in EDEExpress for information about creating and using file formats.)

Or, click the **ellipsis (...)** button to open the File Format grid and select a code from the list. Click the code you want to use, and then click **OK** to return to the Export dialog box.

7. (Optional) Click the **Select Delimiter** option and choose the delimiter method you want to use to separate the data in your file. If you chose to use a custom delimiter, type the character/string you want to use in the Custom Delimiter entry box.
8. (Optional) Click the **Selection Criteria** button to narrow the group of records you want to work with. When you are finished, click **OK**.
9. Click **OK** to export the file. EDEExpress exports the file to the location shown in the Export To box, and an Export Statistics dialog box appears.
10. Click **OK** to close the Export Statistics dialog box.

## **The Query Function**

EDEExpress includes a powerful SQL-based query function that offers you much flexibility in locating and extracting information from the records in your database, for whatever purpose you require. It enables you to create files tailored with information just for the business office or to print reports that identify specific student populations.

General information on query follows. For more detailed query information, see the online Help in EDEExpress.

### **What is a Query?**

A query is a request for certain records from your EDEExpress database. It describes records meeting certain criteria that you specify. Queries are used in functions like print and export to select specific groups of student records from all the records in the database. Some queries have fixed values, or you can enter different values each time you use the query.

### **Why Create a Query?**

Use a query any time you want to work with a subset of all the records in your database. For instance, you may want to print a list of seniors to whom you have disbursed Pell. Or, you might want to create unsubsidized loan records for all dependent students with parent’s credit decisions of credit denied.



Queries are used in all modules of EDEExpress to perform specific functions, such as printing and exporting. Generally, any time working with a subset of records makes sense; EDEExpress provides the option to use a query. Queries are available in any dialog box where the Selection Criteria button is enabled.

## Simple Query Statements

A query statement has three components:

- Data field
- Operator
- Value

## Query Examples

### Example of a Pell Grant Query

If you want to find all students who are residents of Missouri, who are eligible to receive the maximum amount of Pell Grant funding, the query statement may look like this:

```
(STUDENT'S STATE OF LEGAL RESIDENCE = "MO")
AND
(EFC - PELL = 0)
```

### Example of a TEACH Grant Query

If you want to identify students whose TEACH Grant is not yet showing as booked in EDEExpress, the query statement would look like this:

```
(BOOKED STATUS) = Blank
```

### Example of a Direct Loan Query

If you want to find all **first year students who have never attended college** with an approved loan amount of **less than 2,000**, the query statement may look like this:

```
(GRADE LEVEL IN COLLEGE - DL = "0")
AND
(LOAN AMOUNT APPROVED < 2000)
```

You can build queries like these easily in EDEExpress by selecting fields, operators, and values from lists. Help for the valid values, for all fields, is available on the Query window.

### Predefined Queries

To get you started, EDEExpress offers sets of queries that are commonly used in Pell Grant, TEACH Grant, Direct Loan, and the other modules of the software. You can use these predefined queries as they are, or you can use them as templates for building the queries that are most useful to your school and the way you process data.

See the Help system in EDEExpress for a complete list of predefined queries.

### Create a Query

The specific steps to create a query in EDEExpress follow.

1. Select **Tools, Query** from the EDEExpress menu bar.
2. Click the tab of the module for which you want to create a query (Pell, TEACH, or Direct Loan.)
3. Click the **Add** button.
4. Type a descriptive title for the query.
5. Select a field from the field list. You can type the first few letters of the field name to find the field names that begin with those letters.
6. Click the down arrow in the operator field to select an operator.
7. Type a value for the field. Click the **Value Help** button to see the valid values for the field.

If you want to be prompted for a value at the time you use the query, do not specify a value for the query statement. Instead, select the **Prompt at Execution** checkbox.

8. Click the **Append** button to add the query statement to the criteria box.
9. (Optional) Click the **And** button or the **Or** button to add another statement to the query. Repeat steps 5 through 8 until you have added all statements for the query, and then continue with step 10.
10. Click **Save** to save the query, then click **OK**.
11. Click **OK** to close the Query dialog box or click **Add** to create another query.

## Combination System Edits

*Volume III, Section 4* of this technical reference contains Pell Grant, TEACH Grant, and Direct Loan EDEExpress edits. They are provided in a table format and are listed by edit number. The field name, condition, and message associated with each edit are also provided.

### Example End-of-Entry Edits and Resolution Steps

The following end-of-entry edits are commonly encountered whenever importing external origination or disbursement add data into the Pell Grant, TEACH Grant, and Direct Loan modules. Refer to these example edits for resolution help.

### Pell Grant

#### Origination End-of-Entry Edits

Edit	Description and Resolution Steps
1200, 1205, 1209 to 1211, and 1213	<p><b>Description:</b> For a Pell Grant record, EDEExpress validates the student's award amount for the entire school year based on the student's EFC, academic calendar, cost of attendance, and enrollment status or weeks/hours used to calculate payment. If the award amount for the entire year in the External Origination Add file is greater than the EDEExpress calculated amount, the record will not import.</p> <p><b>Resolution Steps:</b> Confirm each record has the correct award amount for the entire year in the External Add file.</p> <p>Payment methodology and academic calendar – When calculating award amounts, you must use the correct payment methodology and academic calendar combination. EDEExpress has a variety of edits that ensures consistent and accurate award amounts, provided the values are correct.</p>
1550	<p><b>Description:</b> This edit results when the student's date of birth in the External Origination Add file is blank.</p> <p><b>Note:</b> This edit applies to Pell Grant origination records.</p> <p><b>Resolution Steps:</b> Add the student's date of birth in CCYYMMDD format to the External Add file.</p>

## Pell Grant

### Disbursement End-of-Entry Edits

Edit	Description and Resolution Steps
1520, 1540	<p>ED assigns a Funding Methodology to schools which determines when a school can disburse funds. <b>Note:</b> Although EDEExpress accepts any date on or after 01/01/2012, the valid 2012-2013 date range for Pell Grant disbursement records is the date the 2012-2013 Pell schedules are posted on the IFAP Web site (<a href="http://ifap.ed.gov">ifap.ed.gov</a>) to 09/30/2017.</p> <p><b>1520 – Description:</b> This edit applies to schools using one of the following funding methods: Advance Pay or Cash Monitoring 1 (CM1). The current date cannot be more than 7 days before the disbursement date.</p> <p><b>Resolution Steps:</b> To correct this edit, enter a Pell Grant disbursement date that falls between 01/01/2012 and 09/30/2018 and is no more than 7 days greater than the current date.</p> <p><b>1540 – Description:</b> This edit applies to schools using the Cash Monitoring 2 or Reimbursement funding method. The current date cannot be greater than the disbursement date.</p> <p><b>Resolution Steps:</b> To correct this edit, enter a Pell Grant disbursement date that falls between 01/01/2012 and 09/30/2018 and matches the current date</p>
1680	<p><b>Description:</b> This edit occurs if the Award Amount for the Entire School Year is zero. Note: This is a warning edit only and does not stop any save process based on only this edit.</p> <p><b>Resolution Steps:</b> If this is an initial award, this record will reject at the COD System, since zero is not an acceptable award amount on an initial submission. Enter the amount of the Pell Grant in the Award Amount for the Entire School Year field in the External Origination Data file. If this is a correction to an already accepted Pell Grant award and you are zeroing out the previous award amount, the COD System will accept this and does not need to be changed in the External Origination Data file.</p>

## TEACH Grant

### Origination End-of-Entry Edits

Edit	Description and Resolution Steps
5001	<p><b>Description:</b> This edit occurs if Citizenship Status is equal to 3.</p> <p><b>Resolution Steps:</b> Change the citizenship status in the External TEACH Grant Data file to 1 (U.S. Citizen), 2 (Non-U.S. Citizen) or blank.</p>
5007	<p><b>Description:</b> This edit results when the student's date of birth in the External TEACH Grant Data file is blank.</p> <p><b>Resolution Steps:</b> Add the student's date of birth in CCYYMMDD format to the External TEACH Grant Data file.</p>
5009	<p><b>Description:</b> This edit occurs if the Award Amount for the Entire School Year is zero. Note: This is a warning edit only and does not stop any save process based on only this edit.</p> <p><b>Resolution Steps:</b> If this is an initial award, this record will reject at COD, since zero is not an acceptable award amount on an initial submission. Enter the amount of the TEACH Grant in the Award Amount for the Entire School Year field in the External TEACH Grant Data file. If this is a correction to an already accepted TEACH award and you are zeroing out the previous award amount, the COD System will accept this and does not need to be changed in the TEACH Grant External Data file</p>

### Disbursement End-of-Entry Edits

Edit	Description and Resolution Steps
5102	<p><b>Description:</b> This edit occurs if a new disbursement sequence is added and current actual disbursement # is not Accepted or Batched.</p> <p><b>Resolution Steps:</b> Actual disbursement must be Accepted or Batched before a change is applied to that actual disbursement. Export and transmit actual disbursements.</p>
5104	<p><b>Description:</b> This edit occurs if the Amount Submitted and the Disbursement Date are the same as the previous Amount Submitted and Disbursement Date for this disbursement number.</p> <p><b>Resolution Steps:</b> Change either the Amount Submitted or the Disbursement Date for this disbursement sequence number in the External TEACH Grant Data file so that it is different from the previous disbursement sequence number.</p>
5105	<p><b>Description:</b> This edit occurs if both the Submitted Amount and Disbursement Date are different from the Submitted Amount and Disbursement Date of the previous transaction for this disbursement number.</p> <p><b>Resolution Steps:</b> You cannot change both the Submitted Amount and Disbursement Date fields in a single disbursement transaction. Change either the Submitted Amount or the Disbursement Date field in the External TEACH Grant Data file.</p>
5111	<p><b>Description:</b> This edit occurs if the Funding Method from TEACH Grant School Setup is Advance or Cash Monitoring 1, the Disbursement Release Indicator is true, and current date is more than 7 days prior to the Disbursement Date.</p> <p><b>Resolution Steps:</b> Change the Disbursement Date in the External TEACH Grant Data file to be less than or equal to 7 days prior to the current date.</p>

## Direct Loan

### *Direct Loan General End-of-Entry Edits*

Edit	Description and Resolution Steps
1025	<p><b>Description:</b> This edit occurs if the change record importing the borrower default on education loans is set to a Y and an actual disbursement exists.</p> <p><b>Resolution Steps:</b> EDEExpress prompts you to adjust the actual disbursement to \$0 (on the Disbursement tab) and set default on student loan to Y (Origination tab). Or, you can correct the Import Change file to include the correct data. After corrected, the changes are ready to send to the COD System.</p>
1215	<p><b>Description:</b> This edit looks at the inactive loan flag. If the inactive loan checkbox is selected, updates to actual disbursements are not allowed.</p> <p><b>Resolution Steps:</b> Review the inactive loan flag checkbox in the Loan Information box on the Loans tab. If the loan should be active, you can clear the inactive loan checkbox and then make changes to the disbursement fields.</p>

### *Direct Loan Origination End-of-Entry Edits*

Edit	Description and Resolution Steps
1010	<p><b>Description:</b> You receive this error when the student's date of birth is the same as the parent's date of birth on a PLUS loan.</p> <p><b>Resolution Steps:</b> Correct either the student's date of birth or the parent's date of birth.</p>
1035	<p><b>Description:</b> You receive this error if the dependency status = D for dependent and year in college is six or seven. Graduate students cannot be dependent.</p> <p><b>Resolution Steps:</b> Change either the dependency status or the year in college.</p>

## Direct Loan

### Direct Loan MPN End-of-Entry Edits

Edit	Description and Resolution Steps
1065	<p><b>Description:</b> You receive this error: If the MPN status is changed to S and the current MPN status is not P, or If the current MPN status is not an R and the MPN print indicator is F, on-site custom system.</p> <p><b>Resolution Steps:</b> Change the status to P, then change the status to S.</p>
4006	<p><b>Description:</b> You receive this error when the MPN status is changed to T and the current MPN status is not N, R, P, S, or M.</p> <p><b>Resolution Steps:</b> Change the current MPN status to R or P. Then, change the MPN status to T.</p>





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# TEACH Grant Appendix



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## Teacher Education Assistance for College and Higher Education Grant

The College Cost Reduction and Access Act (the CCRAA), Pub.L. 110-84, authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program for implementation beginning with the 2008-2009 Award Year. The TEACH Grant Program provides up to \$4,000 a year in grant assistance to a student who agrees to serve for at least four years as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves students from low-income families. A TEACH Grant recipient who does not complete the required teaching within a specified timeframe, or fails to meet certain other requirements of the TEACH Grant Program, will be required to repay the TEACH Grant as a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan (Direct Loan) Program.

Before receiving a TEACH Grant, a student must complete a TEACH Grant Agreement to Serve (ATS), using the ATS Web site, for each year in which a TEACH Grant is awarded. The ATS Web site is located at [teach-ats.ed.gov](http://teach-ats.ed.gov). The ATS explains the teaching service requirements that a student must meet in exchange for receiving a TEACH Grant, specifies the conditions under which a TEACH Grant will be converted to a Direct Unsubsidized Loan, and includes the student's agreement to repay the TEACH Grant as a Direct Unsubsidized Loan, with interest accrued from the date of each TEACH Grant disbursement, if he or she does not meet the requirements of the TEACH Grant Program. The ATS also provides information on the terms and conditions associated with repaying a TEACH Grant that is converted to a Direct Unsubsidized Loan. The TEACH Grant Web site is [teachgrant.ed.gov](http://teachgrant.ed.gov).

TEACH Grant functionality is installed as a separate module in EDEExpress 2012-2013, Release 2.0, enabling you to create, export, and import TEACH Grant origination and disbursement records. You can also import ATS and Booking Notification Response files received from the COD System.

Origination and disbursement data for the TEACH Grant is processed through the COD System using the COD Common Record and COD Common Record Response (CRAA13OP). EDEExpress enables you to export TEACH Grant origination and disbursement records separately or in the same Common Record file (CRAA13IN) with Direct Loan and Pell module records. You can also print reports and lists from the TEACH module, as well as print existing reports from the COD module that have been updated to include TEACH Grant data.

In the sections below we provide additional detail and guidance to EDEExpress combination users regarding the TEACH Grant.

## EExpress Setup Requirements for the TEACH Grant

### COD Setup

Before processing TEACH Grant records, you must set up the following COD system options. From the menu bar, select **Tools, Setup**, then choose COD.

- **School** – TEACH Grant School setup enables you to establish the school profile information and default options and settings that will apply when processing TEACH Grant origination and disbursement records. Select **Tools, Setup** from the menu bar, then choose **COD, School, TEACH** to access School setup.

Beginning with EExpress 2012-2013, all eight digits of the School OPE ID are required.

The values for Funding Method are:

- 1 (Advance Pay)
- 2 (Cash Monitoring 1 – CM1)
- 3 (Cash Monitoring 2 – CM2)
- 4 (Reimbursement)

Selecting the **Default School?** checkbox automatically updates the Add TEACH dialog box with the School OPE ID and Federal School Code that you enter in School Setup. It also automatically fills the OPE ID and Federal School Code fields in the Import dialog box when importing Origination Data – ISIRs into TEACH, as well as in the Print dialog box for TEACH reports.

The School OPE ID is specific to TEACH Grant origination records, and can be different than new 8-byte Enroll OPE ID field captured on individual TEACH Grant disbursement records.

If you want to calculate disbursements using pennies, select the **Calculate Amounts Using Pennies?** checkbox.

- **System** – The TEACH Grant section of System setup enables you to identify the Source Entity ID and other default settings that will be used for TEACH Grant processing. In COD System setup, you can elect to combine TEACH Grant, Pell Grant, and Direct Loan records when you export a COD Common Record file. You can override the Combine Files function from the Export dialog box when a COD Common Record file is exported. Select **Tools, Setup** from the menu bar, then choose **COD, System** to access System setup.
- **Disbursement** – Disbursement setup enables you to establish disbursement profile codes for the TEACH Grant. Disbursement Profile setup is required prior to originating TEACH Grant records. You can establish disbursement profiles for TEACH Grants only or combine a profile with Pell Grant and/or Direct Loan. Select **Tools, Setup** from the menu bar, then choose **COD, Disbursement** to access Disbursement Profile setup. You can enter up to 20 disbursements. The disbursement date must be on or after 01/01/2012.

### ***Security Groups Setup***

The Security Groups dialog box includes a tab for TEACH Grant security setup, enabling you to assign access privileges to specific TEACH Grant functions by groups of users. Select **Tools, Setup** from the menu bar, then choose **Global, Security Groups**.

### ***User Database Setup***

The User Database (**Tools, Setup, Global, User Database**) in EDEExpress can be used, for example, to track TEACH Grant award criteria. You could create “YES OR NO” fields for items such as students receiving comment code 281 on their ISIRs, students scoring above the 75th percentile on college admissions tests, or students maintaining a cumulative GPA of at least 3.25.

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## Origination and Disbursement Add/Change

You can create or modify TEACH origination and actual disbursement records by importing an external TEACH Grant Data file. Follow the External TEACH Grant Data record layout (TGED13OP) in the 2012-2013 Common Origination and Disbursement (COD) Technical Reference, Volume III, Section 3 to create or modify an ASCII file of the required data and import the file into EDEExpress. You should also refer to the TEACH Grant Data record layout for the relationship between the Disbursement Profile Code and disbursements. TEACH Grants can have up to 20 disbursements. Disbursement dates must be 01/01/2012 or later. Select File, Import from the menu bar, then choose TEACH, External TEACH Grant Data (TGED).

The technical reference is available for download in Adobe PDF format from the [fsadownload.ed.gov](http://fsadownload.ed.gov) Web site.

**New for 2012-2013!** The Enroll OPE ID is now required on all anticipated and actual TEACH Grant disbursements and can differ from the School OPE ID field value provided on the TEACH Grant origination record.

The Enroll OPE ID corresponds to the new Enrollment School Code field in the COD Common Record schema. The field's intent is to capture the physical location where the student is attending classes.

Ability to Benefit fields on the Demo tab can also be updated through the import external add or external change process. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

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## Agreement to Serve (ATS)

Each year, the student must sign a TEACH Grant ATS electronically at the [teach-ats.ed.gov](http://teach-ats.ed.gov) Web site. The ATS cannot be printed from EDEExpress. The TEACH Grant ATS specifies the terms and conditions by which a recipient must abide.

When the student completes an ATS online, an ATS Response file (CRAT13OP) is generated by the COD System and sent to the school's SAIG mailbox. ATS Responses indicate an accepted, rejected, or pending status. To import ATS Responses, select **File, Import** from the menu bar, then choose **TEACH, COD Common Record Response**. When you import this response file, EDEExpress updates the ATS Information on the TEACH Grant origination record with the ATS ID and ATS Status (Accepted, Rejected, or Pending).

When you import an ATS Response file (CRAT13OP) containing ATS data, for which there is no TEACH origination record in EDEExpress, the Import Records Edit Report indicates that there is no matching TEACH origination. If the student is attending your school and you have verified the student is eligible to receive a TEACH Grant, create an origination record in EDEExpress and submit it to the COD System. The ATS Status in EDEExpress updates to **Accepted** after you import the COD Response file.

When you submit a TEACH Grant origination for which an accepted ATS already exists in the COD System, the ATS status is returned in the Origination Response file (CRAA13OP) indicating an accepted ATS is already on file and updates the ATS Status in EDEExpress to **Accepted**.

When a TEACH Grant origination is received in the COD System for which no accepted ATS is on file, the ATS Status **Rejected** is returned in the Origination Response (CRAA13OP). After the ATS for that student's TEACH Grant award is received in the COD System, the ATS Response file (CRAT13OP) is created and returned to the school. When the school imports the file into EDEExpress, the ATS ID is updated and the ATS Status is changed to **Accepted**.

## Where to Get More Information

- EDEExpress 2012-2013 Help System. For basic guidance and information on using the EDEExpress software, select **Help, Help Topics** from the EDEExpress menu bar. You can view the main list of EDEExpress Help topics by module on the **Contents** tab or scroll through available Help topics on the **Index** tab.
- The TEACH Grant page of the Student Aid on the Web site, located at [teachgrant.ed.gov](http://teachgrant.ed.gov).
- The TEACH Agreement to Serve Web site, located at [teach-ats.ed.gov](http://teach-ats.ed.gov).
- Electronic Announcements and Dear Colleague letters related to the TEACH Grant. Go to the [ifap.ed.gov](http://ifap.ed.gov) Web site, and check the Electronic Announcements and Dear Colleague Letters sections under Letters & Announcements.
- The *2012-2013 Common Origination and Disbursement (COD) Technical Reference* available in the Technical References and Guides section of [fsadownload.ed.gov](http://fsadownload.ed.gov).
- If you need technical support for EDEExpress, call CPS/SAIG Technical Support at:
  - (800) 330-5947
  - (800) 511-5806 (TDD/TTY)

Technical support representatives are available 8 a.m. to 8 p.m. ET, Monday through Friday, excluding federal holidays. If you prefer, you can e-mail inquiries to [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov). A technical support specialist will respond to your e-mail within one business day.

- For questions regarding TEACH Grant processing or questions related to the Common Record layout, contact the COD School Relations Center at:
  - (800) 474-7268, for Grants
  - (800) 848-0978, for Direct Loans.

You can also e-mail [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com).

- If you have other questions regarding the TEACH Grant, contact Federal Student Aid's Research and Customer Care Center (RCCC) at (800) 433-7327 or (202) 275-5532 (fax). You can also e-mail the RCCC at [fsa.customer.support@ed.gov](mailto:fsa.customer.support@ed.gov). Hours are 9 a.m. to 5 p.m. ET, Monday through Friday, excluding federal holidays.